



P O Box 2099, Masterton

HEALTH AND SAFETY POLICY

Masterton Motorplex Incorporated (MMP) is committed to the provision of a Health and Safety focused environment for workers (volunteer and paid), contractors, competitors and spectators.

In fulfilling this commitment MMP will comply with all legislative requirements and take all practicable steps to:

- 1 Provide a safe environment and safe equipment and materials for all workers, contractors, competitors and spectators that are on site
- 2 Assist workers at all levels to be responsible and accountable for the implementation of a health and safety programme as it relates to their area of responsibility
- 3 Embed Health & Safety into the day to day practices of the race venue
- 4 Ensure workers are trained to use the equipment they operate and perform in accordance with day to day best practices.
- 5 Ensure Health and Safety is placed ahead of the protection of equipment and services.
- 6 Involve workers in hazard identification and control

A Health & Safety Officer will be appointed by MMP board to manage Health and Safety and to be the contact person.

Signature _____

Name _____

Title _____

Purpose built Track

MMP has built a purpose built track with safety both for competitors and spectators being of the highest priority. The track is built to FIA specifications and is inspected and approved by the New Zealand Drag Racing Association (NZDRA), who holds the Motorsport New Zealand delegation to govern drag racing in New Zealand. The track is 850 meters long and with a 1.15% uphill grade from the finish line and a “sand trap” at the end of the track should cars fail to stop. The track is 20 meters wide and has permanent concrete barriers running both sides of the track. There is a permanent crowd safety and control fence on both sides of the track 260 meters long and 1.2 metres high.

Induction and Orientation

The Health & Safety Officer shall show workers (when necessary) the physical layout of the race venue, including where hazards are, what safety equipment is to be used, what machinery they may not use until trained, and emergency procedures.

The Health and Safety Policy is permanently located at the timing tower and workers shall read this Health and Safety Manual and sign off when they have done so on the register.

Contractors shall receive advice on hazards and be given access instructions.

Training and supervision

Workers may not use any plant or equipment, or use any chemicals unless they have been trained in the safe use of the item or under the direct supervision of an experienced operator.

Training will include the use of protective clothing and safety equipment, and the physical location of Materials Safety Data Sheets. To assist workers training, hazardous tasks shall, when appropriate, be documented on a Safety Procedure Sheet.

If workers are not sure, they must stop what they are doing and report to the Health & Safety Officer or a Board Member of MMP.

IF IN DOUBT, THERE IS NO DOUBT – DO NOT PROCEED – ASK

Workers Duties and Procedures

- **General Duty:**

Take all practicable steps to ensure that you are safe at work and that you do not harm other people.

Section 19 of the Health and Safety in Employment Act 1992 applies
“Duties of Employees – every worker shall take all practicable steps to ensure:

- a) Their own safety while at work
- b) That no action or inaction while at work causes harm to any other worker, racer, visitor, or spectator.

- **Report Dangers:**

Every significant hazard or safety problem that you notice you must IMMEDIATELY eliminate if practicable, or otherwise isolate or minimise, and report to the Health and Safety officer or the person in charge of your work area.

- **Report Accidents, Injuries and Incidents:**

If you witness an accident or incident where someone was or could have been injured (a near miss), you MUST report it as soon as you can to the Health and Safety officer or the person in charge of your work area.

Emergency Procedure (Crash)

In the event of a crash the procedure is for the crash crew secure the area, then when safe Ambulance staff to attend, MMP staff are there to keep the area clear of spectators, once it is safe car/bike is removed and track is cleared and inspected, racing can continue. MMP work in co-operation with the Police and adhere to their requirements should there be an accident involving serious injury or a fatality.

Emergency Procedure (other incident Fire/spillage)

In the event of spills on track, MMP staff use specific products relating to the type of spill to clean up and get track back to

In the event of a fire, we have a trained Crash Crew who will initially attend, if it was unable to be contained they would ring 111. There are extinguishers at known areas at the venue, and Comp cars in the pits have extinguishers.

If there is a spill (Oil, Fuel) in the pit area – Spill trays are used to prevent this and also Nappies are used when doing motor work, should there still be a spill we use rice ash to absorb it.

If you received an injury or near miss while working, it **MUST** be reported immediately to the Health and Safety Officer. The accident will be recorded in the Injury and Investigation Register book and discussed at MMP Board meeting. Our Area Steward also does a report after each meeting and is given to both MMP and NZDRA and MDC.

- Contractors, Competitors, spectators, visitors:
Watch out for contractors, competitors and visitors and keep them safe. Whilst competitors are reminded about racecar safety, they may not be aware of all the hazards at a racing venue.

Key Health & Safety Personnel

Track Manager	Bob Wilton
Health & Safety Officer	Tony Van Helmond
Area Steward	Tony Van Helmond
Track Secretary	Anneke Vermeer

Any MMP personal can be approached with any concerns or incidents and direct onto the appropriate person.

Health and Safety Signs

- Appropriate signs to warn, instruct and or remind people about safety will be available and remain visible where appropriate or as identified by the hazard checklist.

Health & Safety Officers Responsibilities

It is the responsibility of the Health & Safety Officer to:

- Ensure that all accidents, Incidents are recorded.
- Ensure that all Volunteers have read and understand our Health & Safety Policy.
- Ensure that all Volunteers sign the “Workers acknowledgement register” for each event.
- Ensure that the Hazard Identification form is kept up to date.
- Ensure that the Hazardous materials register is kept up to date.

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Other Items

- MMP has an Event Management Plan that has been approved by the Masterton District Council. A large amount of this plan is based around Health & Safety
- MMP has Public Liability Insurance of \$3M for all public racing events
- MMP is affiliated to, and public race meetings are sanctioned by, the NZDRA and operates under their rules (copy available from the NZDRA website, the area steward or the timing tower)
- MMP employs a fully trained “Crash Crew” for all public racing events.
- MMP has an Ambulance on site at all public racing events – no racing if the Ambulance is not on site.
- Fire extinguishers both CO2 and dry powder are located in several key locations during racing events - Pit trailer, start line, half way down track, end of track, portacom and quad bike, and are maintained and certified annually.
- A drivers briefing for all drivers and crew chiefs is held before racing starts, which includes hazard and safety notices

Forms

- Workers acknowledgement register must be signed by workers before starting work at events
- For all tech inspected vehicles, driver entry & NZDRA self scrutineering programme (SSP) forms must be completed and signed by drivers and crew
- For all non-tech inspected vehicles i.e. registered and warranted road legal vehicles, driver entry & scrutineering forms must be completed and signed by drivers and crew. All vehicles are inspected by Scrutineers under the supervision of our Head Scrutineer
- Passenger’s indemnity forms must be completed and signed by both the driver and passenger. Application to take passengers must be made to MMP in writing at least 7 days before event
- Indemnity Forms must be completed and signed by other visitors such as media, photographers etc, BEFORE they can enter the competition area (trackside of the crowd control fences and the staging lanes pedestrian crossing)
- The NZDRA appoints an Area Steward who has the final decision on racing and the application of the NZDRA rules. The Area Steward reports to NZDRA and MMP after every race meeting
- MMP uses an Injury and Investigation Registry book for recording accidents and near misses